

**Menston Parish Council**  
**Parish Council Meeting**  
**Thursday 25<sup>th</sup> August 2022 at 7.00pm**

**MINUTES**

**Present:** Councillors Philip Moore (Chairman), Marilyn Banister, Gordon Metcalfe, Dale Smith, Goodith White and Jo White

**Clerk:** Catriona Hanson

**2022/173 Welcome and introduction from the Chairman of the Parish Council**

Councillor Moore welcomed everyone to the meeting.

**2022/174 To receive any apologies for absence**

Apologies were received from the Councillor Needle

**2022/175 To receive any disclosures of interest or requests for dispensation**

The following disclosures of interest were noted:

Councillors Goodith White – members of Climate Action Menston

Councillor Banister – Non-pecuniary interest in Streetspace and member of Climate Action Menston

Councillor Smith – District Councillor, member of Menston Cricket Club, Kirklands (Menston) Trust, Menston in Bloom, Menston Community Association and Menston Library committee, Scout supporter and Menston Primary School Governor.

**2022/176 Public consultation and question time**

Three members of the public were present at the meeting.

Chris Steele and John Flinn provided an update about the first meeting of the friends of Menston Park on Monday 22<sup>nd</sup> August. They had agreed that the group would be known as the Champions of Menston Park, or “Champs”. Representatives from several village groups and organisations were present at the meeting, including Councillors Banister and Goodith White from the Parish Council. The next meeting will take place on Wednesday 7<sup>th</sup> September at 8.00pm and will include the agreement of a vision statement.

**2022/177 Minutes of previous meeting and progress report**

**RESOLVED:** that the minutes of the Parish Council meeting on 28<sup>th</sup> July 2022 be accepted as a true and accurate record.

**Proposed:** Councillor Smith

**2022/178 Finance**

- Monthly salary invoice
- Catriona Hanson – monthly zoom fee (£14.39)
- Catriona Hanson – stationery (£11.00)
- To agree to pay the Clerk an additional six hours
- To approve the Clerk’s attendance at the following training courses:
  - Budgeting for Clerks and Finance Staff (£30)
  - VAT for unregistered councils (£30)
  - Internal controls (£30)
- Room hire for CIL meeting (£25.50)
- Room hire for the Friends of Menston Park meeting (£34.00)

**RESOLVED:** to pay these invoices

**Proposed:** Councillor Moore

### **2022/179 Vegetation and parking on Hawksworth Drive**

Councillor Moore advised the meeting that Menston Primary School has now arranged for the overhanging hedges on Hawksworth Drive to be trimmed. Following a discussion about inconsiderate parking around the school, it was agreed that the Clerk would write to the Headteacher asking the school to add an article to their next newsletter reminding parents/carers of the need to park in a considerate manner. It was agreed that the Clerk would also respond to the Menston resident who had raised these concerns.

### **2022/180 To discuss setting up a memorial to Peter Finlay**

Following a discussion, it was agreed that the Parish Council would set up a fund for a bench/tree or other suitable memorials and invite contributions from Menston residents and the wider community.

Information will be added to the website and village Facebook page and Councillor Goodith White agreed to set up a crowdfunding page.

It was also agreed that Menston Library would be asked to host a collection box in the library.

Councillor Smith agreed to continue liaising with the family.

The Parish Council also agreed to support a proposal to award an annual trophy in Peter Finlay's name to an outstanding member of the community, starting in 2023.

It was further agreed not to pursue a Covid-19 memorial for the time being.

### **2022/181 Gully cleaning in Menston**

Councillor Smith raised concerns about blocked gullies in the village. The Clerk was asked to contact Bradford Council's Cleansing Team and ask for a copy of the schedule for gully cleaning. Once this has been received the Parish Council can consider whether to supplement the service.

### **2022/182 To agree the CIL form**

A number of amendments to the form were agreed and the Parish Council agreed to add a copy of the completed form to the website for any further applications. A copy of the form will be circulated to all current applicants to complete. It was agreed that the applications would be considered on a rolling basis and a list of successful projects would be posted on the website.

### **2022/183 To consider installing a Covid 19 Memorial**

Following a discussion, it was agreed that the Parish Council would ask the Champions of Menston Park to discuss the installation of a memorial in Menston Park.

### **2022/184 To receive an update about a proposal to create a museum for Menston as part of the 2025 City of Culture**

Councillor Bannister had added an article to the Menston newsletter and Facebook and may consider forming a group to progress the matter. She had also spoken with Jill Cooke from Menston Library about using some of the library space. It was agreed to retire this item from the agenda.

### **2022/185 To receive an update about the walking leaflet being produced by Climate Action Menston**

It was agreed to retire this item from the agenda.

**2022/186 To discuss the service level agreement with Bradford Council for Menston Library**

There was no update.

**2022/187 To receive an update about the website**

Councillor Goodith White provided an update. Following the last Parish Council meeting the Clerk had contacted the website developers about the SSL certification and was happy to report that the website does include this certificate. The website is now in use and is being publicised.

**2022/188 To receive an update about the Wharfedale Greenway**

There was no update.

**2022/189 Leeds Bradford Airport – to receive an update**

Councillor Banister reported that Councillor Felstead had circulated an update about the Air Space Change Proposal.

**2022/190 The provision of safe pedestrian crossing on Main Street, by Menston Primary School to receive an update**

Councillor Smith reported that he had attended a meeting with Councillor Metcalfe, Councillor Gerry Barker and Simon D'Vali to discuss this matter. The proposal is subject to a limited consultation and Mr D'Vali will be providing revised plans. Councillor Banister reported that she is still waiting for a response from the the Headteacher at Menston Primary School.

**2022/191 To receive an update about the ACV applications**

Councillor Smith had circulated a response from Co-operative Foods.

**2022/192 Chairman's remarks and correspondence**

None

**2022/193 To consider any items to be held in closed session**

The Parish Council discussed a confidential set of draft traffic measures and the Kirklands (Menston) Trust.

**2022/194 Agenda items for the next meeting**

To agree a Parish Council nominee for the Kirklands (Menston) Trust.

Meeting room fees.

To arrange the Armistice Day Service

**2022/195 Date of next meeting**

Thursday 29<sup>th</sup> September 2022 at 7.00pm